Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

SHOW INFORMATION

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

BOOTH PACKAGE

Items provided in your booth, per exhibitor:	8' High backwall drape, 3' High sidewall drape 7" x 44" Cardstock Identification Sign
Show drape color(s):	Blue, White
Aisle carpet color:	Latte, Red

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	**Friday, June 5, 2015**	**1:00 PM - 5:00 PM**
	Saturday, June 6, 2015	**8:00 AM - 5:00 PM**
	Sunday, June 7, 2015	**8:00 AM - 1:30 PM**
Exhibit Hours:	**Sunday, June 7, 2015**	**5:00 PM - 8:00 PM**
	Monday, June 8, 2015	**12:00 PM - 2:30 PM**
	Tuesday, June 9, 2015	**11:30 AM - 2:30 PM**
Exhibitor Move-out:	**Tuesday, June 9, 2015**	**2:30 PM - 10:00 PM**
Freight Re-route Time:	**Wednesday, June 10, 2015**	**11:00 AM**

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Friday, May 8, 2015**	
Discount price deadline for standard Shepard orders:	**Friday, May 15, 2015**	
First day for warehouse deliveries without a surcharge:	**Friday, May 8, 2015**	
Last day for warehouse deliveries without a surcharge:	**Wednesday, May 27, 2015**	
First day freight can arrive at show facility:	**Friday, June 5, 2015**	**at 8:00 AM**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
WOCN Society's 47th Annual Conference
c/o UPSF/Shepard Exposition Services
4111 NE Loop 410
San Antonio, TX 78218-5429

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
WOCN Society's 47th Annual Conference
Henry B. Gonzalez Convention Center C/D Docks
615 Bowie Street
San Antonio, TX 78205

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

Exhibitors - Official Exclusive Service Providers

	Services	Contact	E-Mail	Phone
Advertising, Digital & Print	MyWOCN, Final Program, WOCNow, In It For You	Chris Brown, WOCN	cbrown@wocn.org	856-642-4401
Audio Visual	Wireless, Headsets, Computers	PSAV Presentation Services	exhibits@psav.com	800-966-4498
Badges	Exhibitor Booth Staff	Caroline Olson, WOCN	colson@wocn.org	856-380-6844
Conference Support, Innovation Theater, E-Blasts for Attendees	Tailored Message Delivery to Conference attendees, Recognition and Branding	Debi Maines	dmaines@wocn.org	856-642-4217
Corporate Membership	Benefits exclusive to Members	Megan Grant, WOCN	mgrant@wocn.org	856-642-4205
Decorator (Official Service Contractor)	Booth furnishings, material handling	Shepard Exposition Services	orlando@shepardes.com	407-888-9669
E-Blasts, Social Media Packages to Members	Year-Round Connecting to 5,000+ WOC nurse Society Membership	Heather Martinek	hmartinek@wocn.org	856-793-0785
Electricity	Booth temp. power, lighting, compressed air, water and drain lines, fill and drain services, gas cylinders, and associated labor)	Edlen	sanantonio@edlen.com, See Service Kit	210-662-9450 Fax: 210- 662-9640
Exhibit Management	Exhibit Booth Sales & Operations	Chris Brown, WOCN	cbrown@wocn.org	856-642-4401
Flowers	Floral Services	TLC	plant@tlc-florist.com	770-507-6777
In-Booth Food or Beverage	RK Group, Custom foods & beverages	Chante Raeke	craeke@therkgroup.com	210-225-4535 x 109
Hotel Rooms	Accommodations, Suites	Susan, Meetings Services Plus (MS+)	susang@meetingservicesplus.com	612-767-8080
Internet, Wired & Wireless	Internet, Phone	SmartCity Networks	pmoreth@smartcity.com See Service Kit	210-258-8900
Lead Retrieval	Attendee (nurse) demographics, contact data,	Steve, Convention Data Services	sbarove@cdsreg.com	800-746-9734 ext. 1112 or 508-743-0112

	custom surveys			
MyWOCN – Digital Branding and Promotion	Exhibitor – Attendee e-community	Chris Brown, WOCN	cbrown@wocn.org	856-642-4401
Photography	Booth and Conference Official Photographer	TBD		
Rigging – 250 lbs or more	ALL truss and chain motors, Hanging signs, banners above booths	PSAV Presentation Services	See Service Kit	210-308-0182
Rigging – 249 lbs or Less	Non-truss, lightweight hanging signs under 250 lbs.	Shepard Exposition Services	orlando@shepardes.com	407-888-9669
Security	Event and Booth		San Antonio Police Department (SAPD)	210-207-7020

Exhibits Program Rules

(Please sign and date last page)

Frequently Requested Items:

Exhibit Personnel Badges
Registration of badge names is accomplished through our online exhibitor registration within WOCN® web site in January, 2015. See # 15 below for details.

Hotel Accommodations
Exhibitor hotel information is available during January, 2015. See #16 below for details.

Exhibitor Online Service Manual
The online Manual is available during January, 2015. See #15 below for details.

Life-Style Exhibitors
New category of exhibitors added for 2014 and beyond to enhance the attendee experience in the Exhibit / Poster Halls. See #37 below for details.

Priority Points – Exhibit Space Assignment
Exhibitors are rewarded priority points for paid contracted exhibit space. See #4 below for details.

Annual Conference and Henry B. Gonzalez Convention Center exclusive services include:
Food and Beverage (The RK Group)
Phone, Internet (SmartCity)
Audio Visual and Rigging (PSAV)
Official Service Contractor (Shepard Exposition Services, SES)

Henry B. Gonzalez Convention Center and Exhibit Program Rules:
The Annual Conference Exhibit Hall requires carpet to be installed for all exhibitor booths. Should carpeting not be ordered, Exhibit Management will order for your company at your company's expense. The Center's rules are posted on the Annual Conference's web site.

1. Interpretation of Rules
Annual Conference exhibit management shall have full power in the interpretation and enforcement of all rules governing exhibitors. All matters and questions not covered by the regulations shall be subject to the final judgment and decision of Exhibit Management. These rules may be amended at any time by WOCN Society and the amendments so made shall be binding upon the exhibitor equally with and shall become a part thereof, along with WOCN Society's web site, www.wocn.org and the Annual Conference web site, providing the exhibitor is notified of the amendments. Notice may be verbal or in writing, before or during WOCN Society, and may be given to the primary booth contact or any authorized agent or representatives of the exhibitor.

2. Purpose of Exhibits
Annual Conference is supported by Wound, Ostomy and Continence Nurses Society, a non-profit scientific and educational 501(c) 6 association. The purpose of the exhibits, an integral part of the Conference's educational activity, is to complement the scientific and clinical sessions by enabling attendees to evaluate the latest development in products presented for use by manufacturers, suppliers, service companies and non-profit organizations. Each exhibitor is responsible for making sure all attending exhibit personnel are aware of these provisions.

3. Sales and/or Solicitation of Orders
Annual Conference is designed specifically to educate registrants and the medical community. The exhibits are an integral part of the educational program. Therefore, the sole purpose for contracting exhibit space is to display and/or demonstrate products and/or services. Selling products or services (exchanging payment for product) is not permitted within the Exhibit Hall during exhibit days/hours, unless such selling is conducted following the rules stated in #37 below.

4. Assignment of Space, Policies and Pricing
Exhibitors have the opportunity to reserve their space for the following year's Annual Conference before we open the opportunity to the general, prospective exhibitor. Exhibit space for San Antonio, Texas is assigned during June 22-24, 2014 during WOCN Society's 46rd Annual Conference in Nashville, TN. The assignment is based on your company's existing cumulative priority points. Corporate Members possess a higher placement vs. non-members.
Your company is awarded:
Three points for the first 100 square feet of exhibit space paid and occupied at the show for each consecutive year of WOCN Society's Annual Conference participation.
One point for each additional 100 square feet of exhibit space paid and occupied at the show for each consecutive year of WOCN Society's Annual Conference participation.
In case of a tie, the size of booth space requested dictates the order of selection, then the date of application, and payment.

When your company:
Elects not to participate in any given year, or through cancellation, booth space is reduced in size, ALL points accumulated for that year are forfeited.
Merges or acquires another exhibitor company, your company assumes the higher of the two (or more) exhibitor priority point totals. Points are not combined.
Points are deducted for infraction of rules and regulations (e.g., not completing setup on time, dismantling earlier than closing time).

By June 24, 2014: Provide Exhibit Management with your completed application and non-refundable deposit in Nashville, TN for June 7-9, 2015 in San Antonio, TX.
October 1, 2014: 50% of remaining balance due
February 2, 2015 remaining balance due

Cancellation / Downsizing, Refund & Payment Policy
Send notice to WOCN via email, cbrown@wocn.org. Valid only when acknowledged. Advance deposit payment of $500.00 due with application June 22-24, 2014 in Nashville, TN

Cancel/downsize: $500.00 non-refundable deposit retained through end of event.
Paid difference refunded with these dates.
Payment: 50% of total booth fee due with applications from June 25 to September 30, 2014
Payment: 50% of total fee due no later than October 01, 2014
Cancel/downsize: October 01, 2014 to January 15, 2015: the October 01, 2014 payment is retained.
Payment of 100% due with application after January 15, 2015.
Final payment of booth fee due no later than February 02, 2015
Refunds not available for cancellations or downsizing after January 15, 2015

Booth Pricing (USD): per 10'x10' for 2015
For Preferred Space Assignment from June 22-24, 2014 ONLY, Advance Deposit, $500.00 (regardless of size, non-refundable) Commercial Company Booth: Society Corporate Member, 2,795.00 or Non-Member, $3,225.00. Location / Type: Corner, $100.00 additional or Island, $400.00 additional. Allied Association, $500.00 Booth or WOCN Society Region or Nurse Personal Care "LifeStyle", $800.00 Table Top

5. Eligibility to Exhibit
The exhibits at Annual Conference are designed for the display and demonstration of products and/or services directly related to the practice and advancement of the science of wound, ostomy and continence diagnosis and treatment. Only companies exhibiting products and/or services related to these areas are eligible to exhibit. The new LifeStyle category focuses on the comfort of a WOC nurse. See # 37 below for details. WOCN Society reserves the right to determine the eligibility of all exhibit space applicants.

6. Subletting of Space
The subletting, assignment, or division of the whole or any part of an exhibitor's space by the exhibitor is prohibited. Exhibitors may not advertise or display goods in their booth other than those manufactured or sold by them in the regular course of business.

7. Hanging Signs
Height restrictions apply. Hanging signs are allowed only in peninsula and island booths. The top of the sign must be no higher than twenty (20) feet from the floor with the top of the sign. Hired labor must hang signs and banners from the ceiling. Further information will be provided in the online Exhibitor Service Kit, January, 2015.
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8. Utilities
Complete information on utilities is available in the online Exhibitor Services Kit, January, 2015.

9. Fire Regulations
All materials used in the exhibit area must be flameproof and fire resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Crepe paper, corrugated paper (flameproof or otherwise) is not permitted. All displays are subject to inspection by the Fire Prevention Bureau or Fire Marshal. Any exhibits or parts thereof found not to be fireproof may be ordered dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment must not be covered or obstructed.

All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc., must be fire retardant treated in an approved manner. Toxic material - all material used in display construction or decorating shall be made of fire retardant materials and be certified as flame retardant. Samples should also be available for inspection.

The storage of packing materials and surplus literature must be confined to areas away from the display areas. (This is to lessen the fire loading in a given area.) However, what is considered to be a day's supply is permitted. No packing containers, wrapping materials or display materials may be stored under tables or behind booths; this material must be placed in storage.

10. Exhibit Hall Access
Exhibitor personnel will be permitted on the exhibit floor one hour prior to opening and may remain one half-hour after closing. Exhibit Hall badges are for the Exhibit Hall only, and do not permit access to educational or general sessions, workshops and the like.

11. Delivery and Shipment of Materials
Exhibitors agree to ship and store their material at their own risk and expenses. Arrangements have been made with the Official Services Contractor to receive and store all shipments for Annual Conference up to 30 days prior to exhibitor move-in and to deliver all shipments to the appropriate booths on set-up days. All shipments must be labeled and consigned, including company name and booth number. Shipments must have all transportation charges PREPAID (shipments sent collect will not be accepted). Complete shipping information will be available in the online Exhibitor Services Manual, January, 2015.

12. Booth Furnishings and Unoccupied Space
A booth is defined as one 10 x 10 space, separated by standard metal pipe and material drape on metal railings. Booth design details are included on the Exhibitor online information along with IAEE and HCEA Rules and guidelines. WOCN Society employs guidelines in reviewing and evaluating booth diagrams required for all 400 net square feet and above exhibitors, and equitable appearance of all exhibit booth layout and design. Each exhibit booth is defined by the floor space (footprint). Furnishings such as carpet (required in all WOCN Society exhibitions), tables, chairs and utility services are ordered separately. Plan your budget accordingly. Exhibit Management is available for assistance.
Space not claimed and occupied, or for which no special arrangements have been made in writing to WOCN Society prior to 1:00 pm on Sunday, June 7, 2015, shall revert to the WOCN Society to be occupied in any manner and for such purposes as WOCN Society may see fit. Neither exhibit management nor the General Service Contractor shall be responsible for any injury to a person or damage to property incurred.
Carpet cleaning of your booth can be arranged through the General Service Contractor. See the Service Kit, January, 2015 for more details. Wastebaskets are emptied by the General Service Contractor staff either the same day or before the beginning of the following exhibiting day.

13. Independent Contractors
Exhibitors who plan to use a service contractor other than the General Service Contractor must notify WOCN Society in writing on or before April 1, 2015. Please complete the Exhibitor Appointed Contractor form in the online Exhibitor Services Manual and fax it back to Exhibit Management. The company name, address, telephone number, name of the supervisor scheduled to be in attendance, and a statement that such contractor will comply with all rules and regulations of the show to including observance of local labor rules and regulations must be furnished at the time of submitting the Appointed Contractor Form which will be included in the online Exhibitor Services Manual, January, 2015.
Independent contractors must abide by the following:
• Perform all services in a timely and professional manner, in accordance with WOCN Society established deadlines.
• Not engage in solicitation of business on the exhibit floor for present and/or future conferences.
• Provide a current Certificate of Insurance to WOCN Society no later than April 1, 2015.
• Register all employees and temporary help at the Exhibitor Registration Desk.

14. Exhibitor Services Manual, Online
An Exhibitor Services Manual containing complete exhibit information and order forms for all show services will be made available online to each exhibiting company in January, 2015. All forms should be completed and returned in advance of the Conference to ensure adequate labor, equipment, etc., is available for a smooth set up. Forms will be included for the following services: labor, material handling, electricity, furniture rental, signs, rental displays, photography, utilities, audio visual, computer, telephone, florist, catering, cleaning, exhibitor registration, lead retrieval and hotel reservations.

15. Exhibitor Personnel
All participants affiliated with exhibits must register with Exhibitor Registration. Each person registered as an exhibitor must be employed by the exhibiting company or must possess a direct business affiliation. The exhibit badge allows access to the exhibit hall only. If an exhibitor plans to attend any of the scientific sessions, they must register separately online at the Annual Conference Web site: www.wocn.org.

16. Hotel Accommodations
WOCN Society negotiates special discounted hotel room rates for all attendees and exhibitors. In doing so, WOCN Society becomes contractually obligated to fill hotel rooms. WOCN Society encourages exhibitors to “book rooms within the block,” thereby reducing the potential of additional liability to the Society. Questions regarding hotel accommodations may be directed to the Director of Meetings at dmaines@wocn.org or Exhibit Management.

17. Exhibit Personnel Badges
Two “exhibit hall only” badges are complimentary for every 10-foot-by-10-foot booth. To attend educational sessions, exhibitors must register with the conference. Additional “exhibit hall only” badges are $75 per person (subject to change). Details are included in the online within the Annual Conference web site, Exhibitors tab.

Each person will be issued an exhibitor’s badge and must be employed by the exhibitor or have a direct business affiliation. Badges must be worn at all times when entering the exhibit hall. Representatives without a badge will not be admitted to the exhibit hall.

Registration of badge names is accomplished through our online exhibitor registration Web site in January, 2015. Make edits/changes as needed. Badges are not mailed in advance and must be picked up on-site at the Exhibitor Registration counter during exhibitor registration hours. Exhibitors are encouraged to register online prior to arrival to avoid waiting in line. Badges may not be supplemented with business cards, ribbons, or company logos.

18. Program Book Distribution/Conference Bags
Each exhibiting company will be entitled to one copy of the printed WOCN Society’s Annual Conference Final Program per 10-foot-by-10-foot booth contracted up to a maximum of four copies. These printed books will be available at the Exhibitor Registration Counter. Note: Conference bags are only available to registered attendees. If you pay and register to attend the Conference, a Conference bag becomes available. These bags are generally provided by a corporate supporter. Therefore, when supported by an exhibitor, please refrain from distributing tote bags from your exhibit booth. The printed Final Program format is subject to change

19. Food Products
With prior approval from the Exhibit Manager and either hotel and/or convention center, food service is permitted at the exhibitor's booth. All food service must be coordinated through the hotel or convention center exclusive caterer.

20. Children's Admission to the Exhibit Hall
Children under the age of 16 are not permitted to enter the Exhibit Hall at any time: installation, show days, dismantle. Young children carried by an adult are permitted; strollers are not permitted as they constitute a tripping hazard.

21. Staffing of Exhibits
Exhibits must be staffed at all times during exhibit hours. The WOCN Society requests strict adherence to the opening and closing hours. It is imperative that no exhibitor begins dismantling, packing, or teardown of exhibit space until Tuesday, June 9, 2015 at 3:15 pm. Teardown before this time could result in denial of next year's exhibit application for the exhibitor and reduction of priority points.

22. Market Research
Market research cannot be conducted under the manufacturer's name for any product that is pending governmental approval; however, it may be conducted under the auspices of a market research firm. Market research companies are welcome to exhibit provided they submit a letter of authorization from the supporting company. The name of the supporting company will be kept confidential. WOCN Society retains the right to determine the relevance of and deny exhibiting privileges to market research companies.

The supporting company is responsible for the conduct of the market research firm. Research must be conducted within the confines of the booth assigned and activities must conform to all the procedures and rules published in this document or within the Annual Conference web site.

23. Approved Exhibitor-Supported Events
The Society works closely with our Industry partners and exhibitors requesting meeting space during the WOCN Society's Annual Conference. Affiliate meeting space will be assigned only during times that do not conflict with the Conference program; however, company sales meetings (employees only) can be held during the conference program. We would also like to know of any off-site events planned during the Conference. Please access the affiliate meeting space request form on the Annual Conference website under the Exhibits tab, Service Kit sub-tab.
WOCN Society prohibits any affiliate social or satellite symposium from being held in contracted hotels or the convention center by any company that is not a supporter of WOCN Society.

24. Use of Signage and/or Promotion for Exhibitor Related Events
No signs are permitted to advertise non-approved affiliated events in any public space. This includes signs and/or exhibitor staff holding signage or directing attendees to transportation. Additionally, door drops or other on-site marketing strategies or promotion of any event is strictly prohibited.

25. Transportation for Outside Events
WOCN Society controls all available boarding space at the hotel or convention center including contracted hotels for guest rooms. Organizations providing transportation to or from the hotel or Convention Center must contact WOCN Society's Director of Meetings, dmaines@wocn.org or Exhibit Management. Promotion regarding transportation must be pre-approved before displaying or promoting.

26. Booth Conduct
WOCN Society reserves the right to approve all exhibits and activities. A supporter of the Society must be an exhibitor at Annual Conference. An advertiser need not be an exhibitor or supporter.

WOCN Society may require that an exhibit be curtailed if it does not meet the standards set forth herein, if it reflects against the character of WOCN Society, or if it exceeds the bounds of good taste as interpreted by exhibit management. An exhibitor of a questionable exhibit or activity must submit a description of the exhibit or activity with the exhibit application for WOCN Society approval. The exhibit hall will be inspected during installation and "open" hours. Exhibit Management will advise exhibitors of any deviation from exhibit rules during the event. Exhibitors must make all corrections requested by WOCN Society at their own expense or risk removal from the exhibition without notice and without obligation on the part of WOCN Society for any refund whatsoever.

WOCN Society reserves the right to expel or refuse admittance to any representative whose conduct is, in its opinion, not in keeping with the character and/or spirit of the Annual Conference. Exhibit personnel may not enter another exhibitor's booth without obtaining permission. Lingering in the aisles surrounding another exhibitor's booth for the purpose of obtaining product information or distracting other booth personnel is strictly prohibited.

WOCN Society does not in any manner endorse any products or services related to the exhibits that have been accepted for display during the Annual Conference. All exhibits must conform to the standards set by the Health Convention and Exhibitors Association, *which include the following*:

- Canvassing or distributing advertising materials outside the exhibitor's own booth is not permitted. Solicitation of business, except by exhibiting firms is prohibited.
- Contests, lotteries, raffles, and games of chance where money is exchanged are strictly prohibited as such activities reflect unfavorably on the character of the Conference.
- Character of the exhibits is subject to the approval of WOCN Society's Exhibit Management. Non-professional products or services are not permitted to be displayed. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

WOCN Society encourages creative marketing to attract attendees to your booth. Please contact Exhibit Management at least 30 days prior to the Conference with your ideas and questions.

All business must be conducted in your exhibit booth. Exhibitors may not display advertising, logos, or names of products other than those sold by the exhibitor unless approved at least 30 days in advance of the Conference.
Failure to set up booth by 1:00 pm, Sunday, June 7, 2015 may cause Exhibit Management to order the removal of booth property and freight at exhibitor's expense including re-delivery. Educational contact hours or contact educational units are not available to attendees as part of your booth.
The Exhibit Hall requires carpet to be installed for all exhibitors.

27. Smoking
Smoking is not permitted within the exhibit hall or hotel or convention center at any time, including installation, exhibit hours, and dismantling.

28. Insurance
Exhibitors insuring their exhibit materials, goods and/or wares of exhibits against theft, damage by fire, accident or loss of any kind, do so at their own expense.

WOCN Society requires all exhibitors provide current proof of liability insurance at least 30 days prior to setting up your exhibit booth. Exhibitors must demonstrate their insurance policy coverage – it is simply good business to keep this high standard. WOC nurses appreciate doing business with reputable companies.

Coverage must be carried through the duration of the exhibit program, including set up and dismantle. The certificate must name WOCN Society and the hotel or convention center as an additional insured party. The certificate must state a minimum insurance of 2 million U.S. dollars and the territory of coverage must include the United States. Contact your insurance provider or a suggested source on the Application page of the web site. WOCN Society does not endorse any insurance company and liability insurance is available from many other business insurers.

The exhibitor agrees to make no claim of any nature, for any reason whatsoever against the Society for loss, theft, damage, or destruction of goods, nor for damage of any nature, nor for any negligence, malfeasance or misfeasance, nor for failure to hold any portions of the Conference, in part or total, as scheduled.

29. Liability
Each exhibitor agrees to protect, save, and keep WOCN Society Exhibit Management, General Service Contractor and the hotel or convention center forever harmless from any damage or charges imposed for violation of any law or ordinance by the exhibitor, his employees or agents as well as to strictly comply with the application terms and conditions as contained in the agreement between the WOCN Society Exhibit Management, General Service Contractor and the hotel or convention center regarding the exhibition premises; and further, the exhibitor shall at all times protect, indemnify, save, and keep harmless the WOCN Society Exhibit Management, decorator and the hotel or convention center against and from any and all loss, cost, damage, liability, or expense that arises out of or from, or by any reason of any act or omission of the exhibitor, his employees or agents.

30. Violations
Violation of any of these rules on the part of the exhibitor, his employees or agents, shall annul the right to occupy space and such exhibitor will forfeit to WOCN Society all monies that may have been paid. Upon evidence of violation, management may re-enter and take possession of the space occupied by the exhibitor, and may remove all persons and goods at the expense of the exhibitor. The exhibitor shall pay all expenses and damages WOCN Society may incur thereby. In the event of a violation, WOCN Society reserves the right to refuse exhibit privileges for the following year.

31. Sound Restriction and Licensing
Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems or speakers that may be heard outside the exhibitor's assigned space or may interfere or prove objectionable to attendees or other exhibitors. A wireless headset system presentation within the confines of your exhibit booth is the ONLY accepted method to engage nurses within WOCN Society's Annual Conference Exhibit Hall. Since many exhibitors provide in-booth education. free-standing or built-in audio speaker systems are not accepted as the sound travels into adjoining exhibit space.

The exhibit manager reserves the right to require exhibitors to discontinue any activity that causes the annoyance or interference of others.
To play copyrighted music in your exhibit booth, any and all ASCAP, BMI or other copyright fees applicable are your full responsibility. Fees must be paid prior to your exhibiting. Document may be required on site.

32. Press Conferences
WOCN Society may hold a press conference during the Conference. Contact the Director of Meetings for more information, dmaines@ahint.com or Exhibit Management.

33. Press Room and Kits
As a service to all exhibitors, Exhibit Management collects press releases prior to Annual Conference and assembles this information into one press kit for all media review. Use of the press room is limited to the media representatives with press passes and to Annual Conference attendees granting interviews or otherwise engaged in WOCN Society publicity. Industry representatives are not permitted in the press room. WOCN Society does not make available any list of press attendees or their affiliations.

34. Use of WOCN Society Program Content
Information presented during WOCN Society's Annual Conference is the property of WOCN Society and the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced or distributed without the written permission of WOCN Society and the presenter. Any use of the program content which includes, but is not limited to, oral presentations, audiovisual materials used by speakers and program handouts without the written consent of WOCN Society is prohibited.

35. Photography/Recording - Annual Conference
Conference presentations are the property of the presenter, exhibitor and/or the WOCN Society. Equipment to record or photograph presentations or materials, including but not limited to mobile phones, digital/film cameras, and/or video cameras, is strictly prohibited.
Only WOCN Society's official photographer / designed agent may record as directed.
Attendees or exhibitors who violate this policy after being notified to cease such activity will be escorted from the Annual Conference premises and may lose eligibility to attend future Society events

36. Exhibitor Meeting
Your booth representatives are encouraged to attend the on-site Exhibitors' Meeting (date and time to be announced). This forum provides the National Conference Planning Committee with feedback regarding your exhibiting experience. Based upon your feedback, exhibiting hours have been increased, floor plan layouts and resulting traffic were enhanced and costs have been maintained or lowered.

Exhibits Program Rules, Continued

37 Life-Style Exhibitors
The local retail market sector is invited to be a part of our exhibit program on a limited basis. Total space allocated to the retail sector is held to a pre-determined percentage and is not intended to replace our primary exhibitor markets – manufactures, distributors. This policy and practice can be suspended or eliminated with market changes. Initial target market include Tools, Trade Specific; Resources, Personal/Professional; Skin Care; Comfort Ware; Outer Ware; Specialty Ware.

To complement the needs of comfort and our attendees, retail sales are permitted under the following conditions: exhibitors engaged in selling products or services to attendees are responsible for learning about and following sales taxation authority(s) requirements as required by (for example) federal, state, county, municipality agencies. During the Annual Conference, exhibitor must provide authorities with proof of sales tax documents as required by agencies. WOCN Society is not responsible for generating or maintaining sales or sales tax records relative to exhibitors who choose to sell products or services. Basic furnishings include special furnishings package: carpeting, 1-6' draped table, one chair, wastebasket and 7"x44" identification sign. Electricity, internet and other services additional.

By signing below, I agree and will adhere to the Rules of WOCN Society's Annual Conference Exhibits Program as outlined in this document (pages one through eight) and within the Annual Conference web site. I further agree to provide my exhibiting company internal and external representatives and agents with this information to help them create a positive exhibiting experience for everyone.

Exhibitor Representative _____

Print Name _____

Exhibitor Company _____

Today's Date _____

Please return this page with your completed Application and Certificate of Insurance.

WOCN® Society's 47th Annual Conference

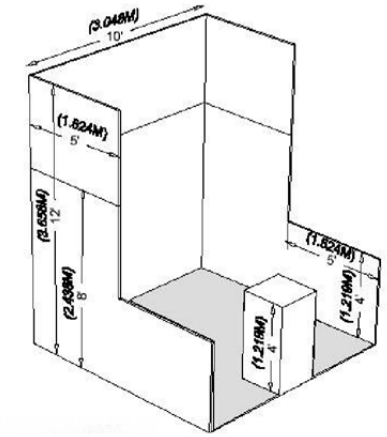
Event: June 7-9, 2015, San Antonio, TX **Booth Design and Set-Up Standards**

NOTE: Please see Rules and Regulations for specific references to accepted design and practice. For all exhibitors with booths of 400 square feet or greater, standard booth drawings must be submitted to Exhibit Management no later than Thursday, May 1, 2015. cbrown@wocn.org, phone 856-642-4401

An island booth (20' x 20' or larger) is exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height, which is twenty (20) feet. Sufficient "see-through or walkthrough" area (at least 40%) must be provided so as not to block the view of adjacent exhibits.

Hanging signs are allowed only in peninsula and island booths. The top of the sign must be no higher than twenty (20) feet from the floor with the top of the sign. Hired labor must hang signs and banners from the ceiling. Contact Shepard Exposition Services for more information.

A linear booth (also called "in-line") has only one side exposed to an aisle and is arranged in a series along a straight line. A linear booth is 10 feet (3.05m) wide and 10 feet (3.05m) deep. A maximum back wall height limitation of 8ft (2.44m) is specified. Hanging signs are not permitted.

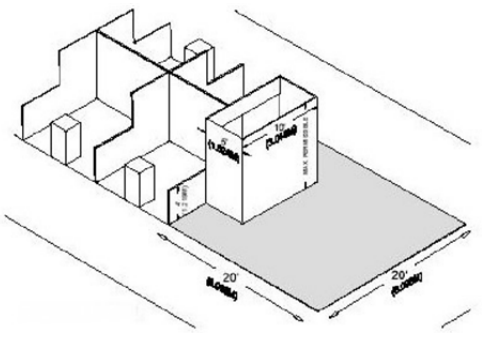


All materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

A corner booth is a linear booth exposed to aisles on two sides. All other guidelines for linear booths apply.

A perimeter booth is a linear booth that backs to an outside wall of the exhibit hall.
All guidelines for linear booths apply to perimeter booths except that the maximum back wall height is 12ft (3.66m).

A peninsula booth is 20'x 20' or larger, exposed to aisles on three (3) sides and composed of a minimum of four booths. There are two types of peninsula booths: (a) one which backs up to linear booths, and (b) one which backs to another peninsula booth (a split island booth). When a peninsula booth backs up to two linear booths, the back wall is restricted to four (4) feet high within five (5) feet of each aisle, permitting adequate line of sight for the adjoining linear booths. Sixteen (16) feet is the maximum height allowance for the center portion of the back wall.



For more information: Chris Brown, CEM CMP, Director of Exhibits and Advertising, cbrown@wocn.org
Phone: 856-642-4401. November 01, 2014

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

ONLINE ORDERING INSTRUCTIONS

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **WOCN Society's 47th Annual Conference**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = WOCN15

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?" and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
(407) 888-9669
orlando@shepardes.com

PAYMENT AUTHORIZATION

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **WOCN Society's 47th Annual Conference**
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 **Account Number:** 42-6061-9772

SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the *show name or show code and your booth #* as well as the *wire fee* if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐ Pay by Check* ☐ Pay by Wire* ☐

Credit Card #: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ **Expiration Date:** ☐☐☐☐ Month Year

Billing Address: _____

City, ST, Zip: _____ **Security Code:** ☐☐☐☐

Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: **orlando@shepardes.com**

SHEPARD TERMS & CONDITIONS

WOCN Society's 47th Annual Conference

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

THIRD PARTY PAYMENT AUTHORIZATION

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ **All services**

☐ Rental Furniture
☐ Carpet
☐ Logistics/Transportation
☐ Material Handling *Please complete the Material Handling Authorization Form

☐ Exhibit Display Rentals
☐ Cleaning
☐ Other (please specify): _____

☐ Overhead Rigging/Labor
☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____ **CONTACT NAME:** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

AUTHORIZED SIGNATURE: _____ **EMAIL:** _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: orlando@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

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Customer Service Email: orlando@shepardes.com

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Deadline Date: May 8, 2015

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

Shepard Exposition Services
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ECONOMY BOOTH PACKAGE

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Deadline Date: May 15, 2015

MAKE ORDERING SIMPLE & SAVE MONEY! ...GET THE ECONOMY BOOTH PACKAGE

BOOTH PACKAGE 10' X 10' (50142)

Qty.	Code	Item Description	Discount	Regular	Amount
	5004605	1 - 6'L x 24"W x 30"H Skirted Table - Blue	388.65	454.70	
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket			
	50255	10 X 10 Carpet			

Please select your carpet color:

☐ Red (01) ☐ Blue (05) ☐ Burgundy (07)
☐ Black (06) ☐ Tuxedo (50) ☐ Teal (13)

To qualify for the discounted rate listed above, order must be received with payment by May 15, 2015. No substitutions will be accepted. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular kit rates.

Please complete the following:

Company Name: _____ **Booth #:** _____ Total $

Contact Name: _____ **Phone #:** _____ 8.250% Tax: $

Authorized Signature: _____ Amount Due: $

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

CARPETING & CLEANING

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services

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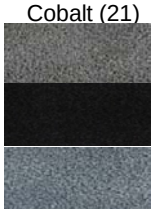
Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	☐	Charcoal (17)	☐
Silver Cloud (18)	☐	Black (06)	☐
Deep Navy (22)	☐	Cobalt (21)	☐



	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	6.35	8.25	
46003		Rental 1000+/sq.ft	5.45	7.10	
46002		Purchase/sq.ft.	15.10	19.65	

Minimum 100 sq. ft. is required. No refunds on cancellations.

Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

EXPO CARPET - 16 OZ.

Choose Color:

Red (01)	☐	Black (06)	☐
Blue (05)	☐	Teal (13)	☐
Tuxedo (50)	☐	Burgundy (07)	☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	158.25	205.75	
50256		10' x 20'	301.20	391.55	
50257		10' x 30'	574.10	746.35	
50258		10' x 40'	763.20	992.15	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	3.15	4.10	

Rental includes installation and removal of carpet and visqueen.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	1.00	1.30	
50008		1" Padding	2.25	2.95	
50010		Visqueen	0.35	0.45	

BOOTH DIMENSIONS

What is your booth size (ft.)?

	X		=	sq. ft.

BOOTH CLEANING - Minimum 80 sq.ft.

Booth cleaning rates are per square foot.

	Qty.	Item	Discount	Regular	Amount
47011		Vacuum Once	0.38	0.50	
47012		Daily Vacuum	1.14	1.50	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

	Qty.	Item	Discount	Regular	Amount
47030T		Porter Svc Once	0.45	0.60	
47031T		Daily Porter Svc	1.40	1.80	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are taxable for this show.

Total Carpeting & Cleaning	$
8.25% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

EXPO FURNISHINGS

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services

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Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
Green (02) Blue (05) Grey (10)
White (03) Black (06) Teal (13)

SKIRTED TABLES						
Code	**Qty.**	**Color**	**Size**	**Discount**	**Regular**	**Amount**
50042			4'L X 30"H	93.50	121.55	
50046			6'L X 30"H	114.90	149.35	
50050			8'L X 30"H	145.60	189.30	
50043			4'L X 42"H	113.65	147.75	
50047			6'L x 42"H	185.95	241.75	
50051			8'L x 42"H	218.65	284.25	
50052			4th Side 30"	72.60	94.40	
50171			4th Side 42"	72.60	94.40	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES					
Code	**Qty.**	**Size**	**Discount**	**Regular**	**Amount**
50040		4'L X 30"H	85.10	110.65	
50044		6'L X 30"H	101.55	132.00	
50048		8'L X 30"H	119.75	155.70	
50041		4'L X 42"H	95.85	124.60	
50045		6'L x 42"H	119.75	155.70	
50049		8'L x 42"H	133.55	173.60	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS						
Code	**Qty.**	**Color**	**Size**	**Discount**	**Regular**	**Amount**
50082			4'L X 6"H	48.20	62.65	
50084			6'L X 6"H	62.15	80.80	
50086			8'L X 6"H	83.25	108.25	
50083			4'L X 12"H	104.30	135.60	
50085			6'L x 12"H	129.85	168.80	
50087			8'L x 12"H	144.65	188.05	

UNDRAPED RISERS					
Code	**Qty.**	**Size**	**Discount**	**Regular**	**Amount**
50076		4'L X 6"H	24.80	32.25	
50078		6'L X 6"H	34.85	45.30	
50080		8'L X 6"H	45.10	58.65	
50077		4'L X 12"H	48.05	62.45	
50079		6'L x 12"H	68.65	89.25	
50081		8'L x 12"H	83.85	109.00	

STANDARD SEATING

Code	**Qty.**	**Item**	**Discount**	**Regular**	**Amount**
50020		Side Chair	59.55	77.40	
50021		Arm Chair	105.80	137.55	
50024		Stool w/back	97.00	126.10	

STANDARD ACCESSORIES

Code	**Qty.**	**Item**	**Discount**	**Regular**	**Amount**
50091		Wastebasket	17.05	22.15	
50094		Floor Easel	42.95	55.85	
50245		Literature Rack	165.05	214.55	

Code	**Qty.**	**Item**	**Discount**	**Regular**	**Amount**
50175		Bag Rack	209.95	272.95	
50092		Coat Rack	74.50	96.85	
50093		Garment Rack	209.95	272.95	

Code	**Qty.**	**Item**	**Discount**	**Regular**	**Amount**
50427		Tensabarrier Stanchion	88.55	115.10	
50095		Sign Holder, 22x28	97.80	127.15	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	16.40	21.30	

Please select sateen color from below:

☐ Red (01) ☐ Gold (04) ☐ Burgundy (07)
☐ Green (02) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Teal (13)

Total Expo Furnishings:	$
8.250% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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SPECIALTY FURNISHINGS/ACCESSORIES

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SPECIALTY CHAIRS AND TABLES

36" Diameter
42" or 30" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	79.35	103.15	
51090		Director's Stool	141.95	184.55	
51089		Ped. Table,42"	218.75	284.40	
50032		Ped. Table,30"	208.60	271.20	
50030		Rnd Side Table	100.90	131.15	
50031		Sq. Side Table	100.90	131.15	

SHOWCASES

Full View

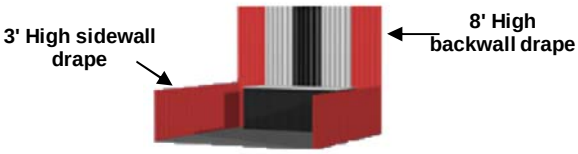
Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	791.20	1028.55	
50068		Full View 6'	872.70	1134.50	
50069		Quarter View 4'	791.20	1028.55	
50070		Quarter View 6'	872.70	1134.50	

Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	46.30	60.20	
50088		8' Upright	27.75	36.10	
50089		8' Crossbar	18.45	24.00	



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

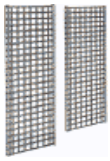
Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	20.10	26.15	
50074		3' High	14.90	19.35	

Choose Color: **Minimum 4' panel rental required.**

- ☐ Red (01)
- ☐ White (03)
- ☐ Blue (05)
- ☐ Black (06)
- ☐ Grey (10)
- ☐ Burgundy (07)

GRID AND GRID ACCESSORIES



	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	189.20	245.95	
50237		2'x8' w/o legs, each	141.80	184.35	
50242		7-Ball Waterfall	13.00	16.90	

Other accessories available, please call customer service for more information.

VELCRO TACK BOARD

50061

50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	256.15	333.00	
50061		4' x 8' Vert.	256.15	333.00	

Total Specialty Furnishings/Accessories:	$
8.250% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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INLINE BOOTH RENTALS

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 8, 2015

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

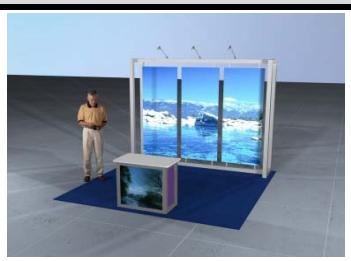
Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Eddie

Qty.	Description	Discount	Regular
	10' x 10'	3047.75	3962.10
	10' x 20'	4963.05	6451.95
	Subtotal		

(66470, 66471)

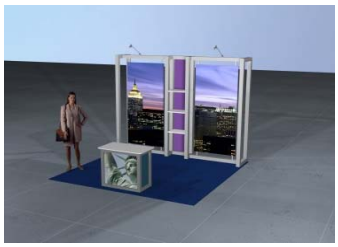
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2126.20	2764.05
	10' x 20'	3721.70	4838.20
	Subtotal		

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2637.30	3428.50
	10' x 20'	5007.50	6509.75
	Subtotal		

(66477, 66478)

The Madison

Qty.	Description	Discount	Regular
	10' x 10'	3198.15	4157.60
	10' x 20'	3790.40	4927.50
	Subtotal		

(66484, 66485)

The Grant

Qty.	Description	Discount	Regular
	10' x 10'	3375.85	4388.60
	10' x 20'	4678.80	6082.45
	Subtotal		

(66486, 66487)

The Harrison

Qty.	Description	Discount	Regular
	10' x 10'	3103.40	4034.40
	10' x 20'	4560.35	5928.45
	Subtotal		

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** **Carpet is not included. To order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

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Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

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- *Installation/Dismantle
- *Freight Management
- *Custom Furniture Rental

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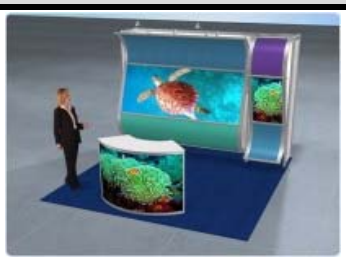
The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3310.70	4303.90
	10' x 20'	5004.50	6505.85
	Subtotal		

(66490, 66491)

The Lincoln

Qty.	Description	Discount	Regular
	10' x 10'	3138.95	4080.65
	10' x 20'	4323.45	5620.50
	Subtotal		

(66482, 66483)

The Roosevelt

Qty.	Description	Discount	Regular
	10' x 10'	3287.00	4273.10
	10' x 20'	5211.80	6775.35
	Subtotal		

(66488, 66489)

The Lucy

Qty.	Description	Discount	Regular
	10' x 10'	1954.45	2540.80
	Subtotal		

(66473)

The Dale

Qty.	Description	Discount	Regular
	10' x 10'	3411.35	4434.75
	Subtotal		

(66481)

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Please complete the following:

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Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

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ISLAND BOOTH RENTALS

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June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 8, 2015

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*Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

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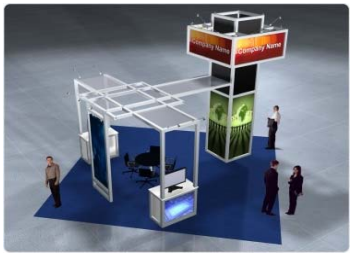
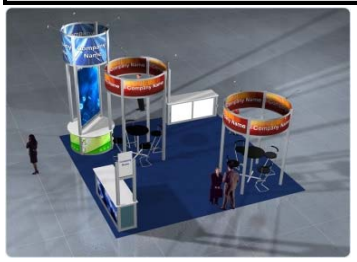
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	7758.50	10086.05
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	11548.90	15013.55
Subtotal			

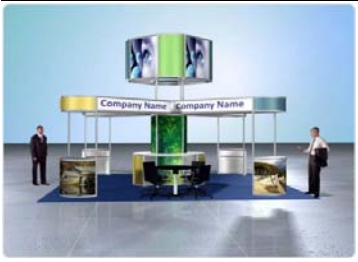
(66498)

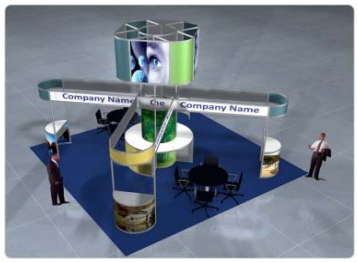
The Taylor

Qty.	Description	Discount	Regular
	20' x 20'	10850.00	14105.00
Subtotal			

(66480)

The Washington





Qty.	Description	Discount	Regular
	20' x 20'	11134.30	14474.60
Subtotal			

(66368)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

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*Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

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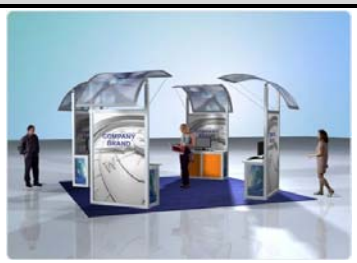
The Adams



Qty.	Description	Discount	Regular
	20' x 20'	11252.75	14628.60
Subtotal			

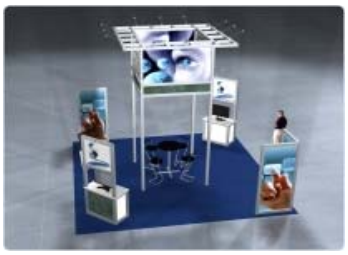
(66497)

The Tyler

Qty.	Description	Discount	Regular
	20' x 20'	8285.60	10771.30
Subtotal			

(66495)

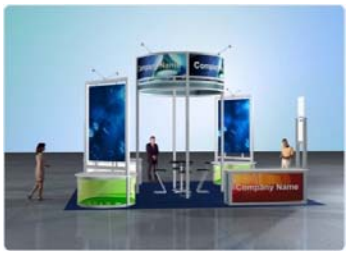
The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8113.85	10548.00
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	12081.90	15706.45
Subtotal			

(66499)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.
****Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

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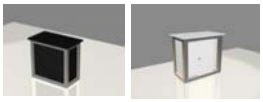
SHOWCASES AND LOCKING CABINETS

Quarterview Showcase

4' 6" W X 1' 9" D x 3' 3" H

Square Showcase

1' 9" W x 1" 9" D x 7' H



LC3

3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66270		**Quarterview**	1010.95	1314.25	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		**Square**	1091.10	1418.45	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					

Locking Cabinets					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66282		**LC1**	749.30	974.10	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		**LC2**	909.30	1182.10	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		**LC3**	552.75	718.60	
Please choose panel color: ☐ Black (06) ☐ White (03)					

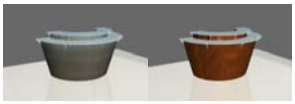
LC1 - 1 meter wide

3' 6" W x 1' 9" D x 3' 6" H

LC2 - 1.5 meters wide

5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1

7' 9" W x 3' 5" D x 3' 9" H

RC2

4' 9"W x 2' 3"D x 3' 3"H

RC3*

5' 3"W x 3' 3"D x 3' 6"H

CS1*

CS1 - 3' W x 1' 9" D x 6' 3" H

CS2*

CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66274		**RC1**	2085.10	2710.65	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		**RC2**	770.55	1001.70	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		**RC3***	1671.55	2173.00	
66285		**CS1***	972.10	1263.75	
66286		**CS2***	566.55	736.50	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66277		**Gondola**	525.05	682.55	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		**GL1***	945.60	1229.30	
66279		**GL2***	894.70	1163.10	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66430		Phone Station*	1717.55	2232.80	

Gondola

3' 6" W x 1' 9" D x 5' H

GL1*

GL2*

GL1 - 5' 4" W x 1' 3" D x 8' H

GL2 - 4' 3" W x 1' 3" D x 7' H

Please note that electrical services must be ordered separately .You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

*** All tax rates are subject to change.**

SIGN ORDER FORM

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	160.20	208.25	
70010		Horz., 22" x 28"	160.20	208.25	
70011		Vertical, 28" x 44"	244.15	317.40	
70012		Horz., 28" x 44"	244.15	317.40	
70025		Meterboard, 39" x 90.75"	494.05	642.25	
Accessories					
70017		Blank Foamcore, 4'x 8'	43.55	56.60	
70021		Velcro, per ft, min. 5 ft.	2.80	3.65	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	20.30	26.40	
70071		grommets, per sq. ft. - Horizontal	20.30	26.40	
70066		Pockets, per sq. ft. - Vertical	21.85	28.40	
70072		Pockets, per sq. ft.- Horizontal	21.85	28.40	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	47.90	62.25	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

*** All tax rates are subject to change.**

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM

~ Email attachment (4 mgs or smaller only)

~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)

~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat

~ Files should be formatted in high-resolution quality, 100-300 dpi

~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)

~ Logo reproduction (70052)

~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

HANGING SIGNS

Attention Getting ● High Visibility ● Great Branding

Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

CIRCLE DESIGN			
Code	**Size**	**Discount***	**Regular**
69140	10' x 48"	4886.05	6840.45
69142	16' x 48"	7765.60	10871.85

SQUARE DESIGN			
Code	**Size**	**Discount***	**Regular**
69143	10' x 48"	5941.50	8318.10

TRIANGULAR DESIGN			
Code	**Size**	**Discount***	**Regular**
69144	10' x 48"	4807.85	6731.00

WAVE DESIGN			
Code	**Size**	**Discount***	**Regular**
69145	10' x 48" Single	2117.30	2964.20
69146	10' x 48" Double	2902.05	4062.85

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Friday, May 08, 2015

Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.

Exhibit Solutions Phone: **404 - 720 - 8652**
Exhibit Solutions Fax: **404 - 720 - 8757**
Customer Service Email: ESSRentals@Shepardes.com
Event Code: T111040615

WOCN Society's 47th Annual Conference
June 7 - 9, 2015
Henry B. Gonzalez Convention Center
San Antonio, Texas

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.250% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

HANGING SIGNS 101

WOCN Society's 47th Annual Conference

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- PSAV and Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts and operate mechanized equipment.

- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging for signs 249 pounds or less.

- PSAV certified riggers must assemble and disassemble ALL overhead rigging **over 249 pounds and**:
  *Overhead Truss
  * Attachment and removal of light fixtures for truss or signs
  * Additional installation required for chain motors, span sets and other packages.

- Structures weighing over 250 lbs. per point must have a rigging plot plan approved in advance.

- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.

- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**
  (OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**
  (Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs as follows:**
  250 pounds or higher through PSAV
  249 pounds or less through Shepard Exposition Services
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss through** PSAV
  (Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advanace Warehouse by:** Wednesday, May 27, 2015

HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services serves as the official decorator for WOCN 2015 and will gladly hang all signs weighing up to 250 pounds. For signs exceeding 250 pounds as well as all chain motor and truss all rigging needs must be reviewed, approved and scheduled through PSAV Presentation Services.

SIGN ASSEMBLY/DISMASSEMBLY LABOR

I will need Shepard Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

SIGN ASSEMBLY LABOR

Code	Est Hours	Item	Discount	Regular	Amount
69150		ST	87.50	113.75	$
69151		OT	131.25	170.65	$
69152		DT	175.00	227.50	$

I will need Exhibitor Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

SIGN DISASSEMBLY LABOR

Code	Est Hours	Item	Discount	Regular	Amount
69153		ST	87.50	113.75	$
69154		OT	131.25	170.65	$
69155		DT	175.00	227.50	$

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

Sup install: 68069 Sup dismantle: 68073

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

Total Estimated Assembly/Dismantle: $

8.250% Tax*: $

Estimated Amount Due: $

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity. Any signs that are not assembled by approved Shepard Certified Riggers are subject to an inspection fee.

OVERHEAD RIGGING CREW

RIGGING INSTALLATION

Code	Est Hours	Item	Discount	Regular	Amount
69001		ST	523.25	680.25	$
69002		OT	603.75	784.90	$
69005		DT	684.25	889.55	$

RIGGING REMOVAL

Code	Est Hours	Item	Discount	Regular	Amount
69003		ST	523.25	680.25	$
69004		OT	603.75	784.90	$
69006		DT	684.25	889.55	$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

Total Estimated Install/Removal: $

8.250% Tax*: $

Estimated Amount Due: $

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.

Other charges will apply for additional supplies required to ensure structural integrity of overhead sign.

REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation:

☐ Shepard Supervision ☐ Exhibitor Supervision ☐ Display House (EAC)

If Non-Shepard Supervision is required, please request date and time:

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please note: Shepard will commence rigging per requested time. Should hanging sign or supervision not be present at requested time a 1 Hour Crew Minimum charge will be assessed.

Please complete the following:

Subtotal: $

8.250% Tax*: $

Amount Due: $

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**

LABOR JURISDICTIONS
SAN ANTONIO, AUSTIN, SOUTH TEXAS

LABOR
Texas is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Exhibitors may set their own displays without the assistance of union labor, provided the exhibitor uses full time employees of their company. Any labor services that may be required beyond what the full time employees can provide, must be provided by Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Exhibitors may hand carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Only full time employees of the exhibiting company may unload their own cars, mini vans, or pick up trucks.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

LABOR ORDER FORM

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	70.00	91.00	30% **	
68067		OT	105.00	136.50	30% **	
68068		DT	140.00	182.00	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	70.00	91.00	
68061		OT	105.00	136.50	
68062		DT	140.00	182.00	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	140.00	182.00	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $ _____

8.250% Tax*: $ _____

Amount Due: $ _____

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____

# of pieces: _____ Weight of Shipment: _____

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: _____

Estimated arrival date: _____

Shipment to arrive at: ☐ Warehouse ☐ Show site

Outbound Freight Information

Carrier Company Name: _____

Deliver Shipment To: _____

Address: _____

City, ST, Zip: _____

Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐

Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____

Forklift required? ☐ Yes ☐ No

Carpet is? ☐ owned ☐ rented from Shepard

Carpet padding? ☐ Yes ☐ No

Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment

☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)

☐ Electrical drawings are attached

☐ Electrical drawings are with exhibit in crate number

☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____

Hotel: _____

Arrival date/time: _____

Departure date/time: _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**

GROUND RIGGING/FORKLIFT RENTAL

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Discount Deadline: May 15, 2015

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Requested date/time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	250.15	325.25	
35039		Overtime Hourly Rental	300.45	390.50	
35067		Double-time Hourly Rental	350.75	456.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	500.25	650.25	
35049		Overtime Hourly Rental	600.90	781.25	
35069		Double-time Hourly Rental	701.50	912.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	750.40	975.50	
35066		Overtime Hourly Rental	901.30	1171.75	
35070		Double-time Hourly Rental	1052.25	1368.00	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	87.50	113.75	
35086		Overtime Hourly Rate	131.25	170.65	
35099		Double-time Hourly Rate	175.00	227.50	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	70.00	91.00	
35100		Overtime Hourly Rate	105.00	136.50	
35101		Double-time Hourly Rate	140.00	182.00	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

*** All tax rates are subject to change.**

SHEPARD LOGISTICS SERVICES

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: logistics@shepardes.com

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)
WOCN Society's 47th Annual Conference
c/o UPSF/Shepard Exposition Services
4111 NE Loop 410
San Antonio, TX 78218-5429

Warehouse Deadline May 27, 2015 (Date)

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services
(Company Name, Booth#)
WOCN Society's 47th Annual Conference
Henry B. Gonzalez Convention Center C/D Docks
615 Bowie Street
San Antonio, TX 78205

Delivery date: June 5, 2015

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

▪ **Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site**

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

_____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐

Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Email: _____ **Fax #:** _____

Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

FAX COMPLETED FORM TO 404-720-8733

Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com

SHIPPING LABELS

WOCN Society's 47th Annual Conference

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Shepard Exposition Services

4111 NE Loop 410

San Antonio, TX 78218-5429

Delivery Hours: M-F, 8-4:30 PM

For: **WOCN Society's 47th Annual Conference**

First day freight can arrive w/o a surcharge:
May 8, 2015

Last day freight can arrive w/o a surcharge:
May 27, 2015

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Shepard Exposition Services

4111 NE Loop 410

San Antonio, TX 78218-5429

Delivery Hours: M-F, 8-4:30 PM

For: **WOCN Society's 47th Annual Conference**

First day freight can arrive w/o a surcharge:
May 8, 2015

Last day freight can arrive w/o a surcharge:
May 27, 2015

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Henry B. Gonzalez Convention Center C/D Docks

615 Bowie Street

San Antonio, TX 78205

For: **WOCN Society's 47th Annual Conference**

MUST NOT BE DELIVERED PRIOR TO:

June 5, 2015 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Henry B. Gonzalez Convention Center C/D Docks

615 Bowie Street

San Antonio, TX 78205

For: **WOCN Society's 47th Annual Conference**

MUST NOT BE DELIVERED PRIOR TO:

June 5, 2015 @ **8:00 AM**

HANGING SIGN SHIPPING LABELS

WOCN Society's 47th Annual Conference

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

Shepard Exposition Services will serve as the official decorator for WOCN 2015 and will gladly hang all signs weighing *up to 250 pounds*. For signs *exceeding 250 pounds as well as all chain motor and truss needs, all rigging needs must be reviewed, approved, and scheduled through PSAV Presentation Services*.

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Shepard Exposition Services
4111 NE Loop 410
San Antonio, TX 78218-5429

Delivery Hours: M-F, 8-4:30 PM

For: **WOCN Society's 47th Annual Conference**

First day freight can arrive w/o a surcharge:
May 8, 2015
Last day freight can arrive w/o a surcharge:
May 27, 2015

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Shepard Exposition Services
4111 NE Loop 410
San Antonio, TX 78218-5429

Delivery Hours: M-F, 8-4:30 PM

For: **WOCN Society's 47th Annual Conference**

First day freight can arrive w/o a surcharge:
May 8, 2015
Last day freight can arrive w/o a surcharge:
May 27, 2015

MATERIAL HANDLING AUTHORIZATION

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$96.50	$144.75	$125.50		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$102.50	$133.25			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Small Packages (FedEx/UPS/DHL under 30 lbs.)**				
	$51.25	$102.50			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$86.75	$130.25	$112.75		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$92.25	$120.00			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

STORAGE AUTHORIZATION FORM

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- **For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.**
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be ***$5.00 per pound or $500.00 per package or container***, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($20.00 Minimum).**
(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **($100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.
(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: ***$20.00 per cwt. ($400.00 min.)*** *(35005)*

☐ **Storage per Month Service Fee:** Monthly storage is ***$10.00 per cwt per month ($100.00 min)***. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ **Shipped to another destination as arranged via Shepard Logistics Services**

☐ **Transport to another SES show:** _____ **Delivery Date:** _____

☐ **Pick-up arranged with another carrier**

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.
*** All tax rates are subject to change.**

MATERIAL HANDLING INFORMATION

WOCN Society's 47th Annual Conference

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Email: orlando@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery.

OVERTIME **Surcharge: 30%** **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE **Surcharge: 25%** **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES **Surcharge: 15%** **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD **Surcharge: $30 per Shipment** **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS **Surcharge: $25.00 per forklift load** **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE **Surcharge: $10.00 per piece, Minimum $40.00** **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES **Surcharge: $10.50 per envelope** **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE **Surcharge: $150.00 round trip** **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

MATERIAL HANDLING 101

WOCN Society's 47th Annual Conference

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.
EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.
All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

MOTORIZED UNIT/VEHICLE SPOTTING FEE

WOCN Society's 47th Annual Conference

June 7 - 9, 2015
Henry B. Gonzalez Convention Center - San Antonio, Texas
Event Code: T111040615
Discount Deadline: May 15, 2015

MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Qty:	Description	Round Trip Surcharge	Total Amount
	Motorized Unit/Vehicle Spotting (35106)	$300.00	

Subtotal	
8.25% Tax	
Amount Due	

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Shepard Exposition Services
603 W. Landstreet Rd. Orlando, FL 32824
Customer Service Phone: (407) 888-9669
Customer Service Fax: (407) 888-2301
Customer Service Email: orlando@shepardes.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

Event Code: T111040615

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.
** If using FedEx or UPS you must have *and apply* their shipping labels

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. **Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**
4. **Please see the SES service desk if you do not receive a BOL**

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

WOCN Society's 47th Annual Conference

June 7 - 9, 2015

Henry B. Gonzalez Convention Center - San Antonio, Texas

INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM
$1,000,000 Per Occurrence / $2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

_____ **1 Day - $89.00**
_____ **2-5 Days - $109.00**
_____ **6-30 Days - $400.00**
_____ **Additional 5% of total premium to increase general aggregate to $2,000,000**
_____ **Six Months - $500.00**
_____ **Annual - $950.00**

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME: _____

CONTACT: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

_____

Dates of Event: _____ Time(s): _____

Location of Event: _____

Address: _____

Description of Event: _____

Has any prior coverage been cancelled or non-renewed: ☐ Yes ☐ No

If yes, please describe and provide loss history: _____

Name, Address and Relationship of all additional insured to be added to the policy:

1.) _____ 2.) _____ 3.) _____

_____ _____ _____

_____ _____ _____

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day.
This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program adminstrator.

Any person who knowingly presents a false or fraudelent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

☐ Please bill by VISA / MasterCard / AmEx Card # _____

Exp. Date _____ Authorized Amount _____ CID / CIV Code _____

Cardholder Address: _____

_____

Authorized Signature Date

Insurance4Exhibitors, 30285 Bruce Industrial Parkway, Suite B, Solon, OH 44139
Phone: 440-349-6650, Fax: 440-815-2154, www.insurance4exhibitors.com

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Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 05/19/15

E ☐ M ☐

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Phone: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

COMPANY:		BTH #	

EVENT: **WOCN® Society's 47th Annual Conference**
FACILITY: **Henry B. Gonzalez Convention Center**
DATES: **June 7-9, 2015** **Show# 065032SA**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-101714

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			64.00	98.00	
1000 WATTS (10 AMPS)			89.00	134.00	
1500 WATTS (15 AMPS)			100.00	150.00	
2000 WATTS (20 AMPS)			118.00	177.00	
208 VOLT SINGLE PHASE					
20 AMPS			194.00	291.00	
30 AMPS			250.00	375.00	
60 AMPS			300.00	450.00	
100 AMPS			475.00	713.00	
208 VOLT THREE PHASE					
20 AMPS			286.00	429.00	
30 AMPS			343.00	515.00	
60 AMPS			449.00	674.00	
100 AMPS			591.00	887.00	

Transformer (20 amp minimum charge) Total Amps: _____ x 3.00 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		24.00	
POWER STRIP		24.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		65.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		130.00	

PLACE TOTAL HERE	

PRINT NAME:

AUTHORIZED SIGNATURE:

EMAIL: PHONE:

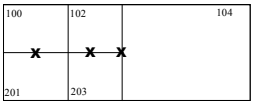
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

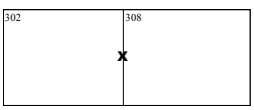
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

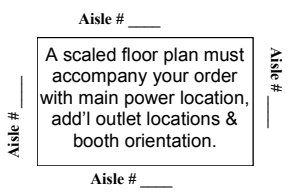
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



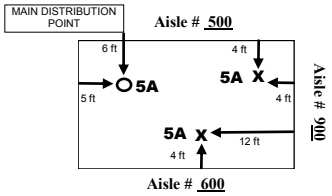
(IN-LINE BTHS) (PENINSULA)



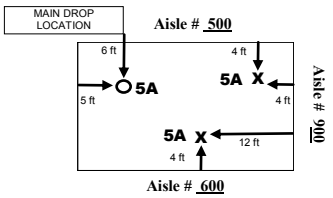
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 05/19/15

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Ph: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

COMPANY:		**BTH #**	
EVENT:	**WOCN® Society's 47th Annual Conference**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**June 7-9, 2015**		**Show# 065032SA**

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

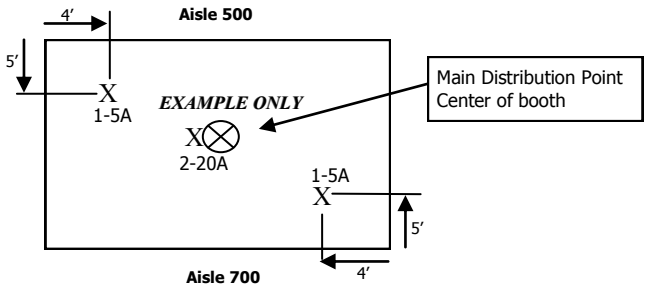
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Data/network cable under carpet (N/A)
3. Connection of all 208V or higher services
4. Wiring of overhead signs
5. Installation of lighting requiring tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution (N/A)
8. Assembly & Installation of lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space
   - A. Floor plans must include exact outlet locations with dimensions or be to scale
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
   - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

   Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 05/19/15

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5811 La Colonia San Antonio, TX 78218
Ph: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

COMPANY:		BTH #	
EVENT:	**WOCN® Society's 47th Annual Conference**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**June 7-9, 2015**	**Show# 065032SA**	

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... 65.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime ..... 130.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ..... Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 05/19/15

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
5811 La Colonia San Antonio, TX 78218
Phone: (210) 662-9450 Fax: (210) 662-9640
sanantonio@edlen.com

COMPANY:		**BTH #**	
EVENT:	**Wound, Ostomy and Continence Nurses Society's 2015 Annual Conference**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**June 7-9, 2015**	**Show# 065032SA**	

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 05/19/15

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sanantonio@edlen.com

COMPANY:		**BTH #**	
EVENT:	**WOCN® Society's 47th Annual Conference**		
FACILITY:	**Henry B. Gonzalez Convention Center**		
DATES:	**June 7-9, 2015**		**Show# 065032SA**

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

X•Press Connect Family

Lead Retrieval Solutions for Every Exhibitor

How do you recognize your new #1 client? With complete prospect profiles delivered by X•Press Leads equipment and services.

X•Press Connect App

The app on YOUR phone or tablet

Download the Connect App and turn your phone or tablet into a state-of-the-art lead retrieval device.

For Android 3.x or higher, iOS 7x and higher and 3 megapixel or greater camera. No mobile hardware included.

X•Press Connect Elite

Connect software on YOUR computer

Get all the features of the Connect software running on your computer. The Elite software is ready for plug-and-play lead collection.

Computer not included. Includes USB scanner and software.
Requires OS MAC, Windows XP or greater, 2 USB 1.1 connections and .NET Framework.

X•Press Connect Plus

OUR handheld wireless device

Use our Android phone to capture complete lead details in real-time.

Email forwarding, scheduling and adding images not available.
Includes Android mobile phone and charger.

FEATURES	Connect App	Connect Elite	Connect Plus
Scan Anywhere, at Any Time	•		•
Mobile, Wireless	•		•
Real-time Leads List	•	•	•
Optional Bluetooth Printer	•		•
Add Notes	•	•	•
Add Images to Leads	•	•	
Rating	•	•	•
Follow-up Emails	•	•	
Forward Leads	•	•	
Schedule Appointments	•	•	
Available in Spanish	•	•	•

X•Press™ Leads
CONVENTION DATA SERVICES®

X•Press Extras

Maximize your exhibiting ROI with these lead collection and follow-up tools.

Custom Sales Qualifiers
Target ideal prospects! Build your own customized survey for quick lead follow-up. *20 questions and answers.*

Bluetooth Printer
Get a hardcopy printout of your leads onsite with a wireless, portable printer.

eBlast Email Service
Send your custom HTML emails through X•Press eBlast post-event to your leads, the complete event email campaign solution.

DITP
Delivery, installation, training and pickup. Save time onsite and guarantee that your staff are off and running as soon as the show opens.

Loss Damage Waiver
Protect yourself from loss or damage to your rented equipment with the Loss/Damage Waiver.

3rd Party Lead Collection

Successful lead collection on your third party device.

Data Conversion
Convert badge IDs collected on third-party devices into complete leads post-show.

Event API Integration
Integrate your third-party lead retrieval device in real-time with the event database.

* The event badges use QR codes that include limited data. The Data Conversion and Event API Integration options will allow you to collect full lead details on your third party device.

CDS CONVENTION DATA SERVICES® 107 Waterhouse Road • Bourne, MA 02532 • 1-800-746-9734 • 1-508-743-0197 • XPressLeadPro@cdsreg.com

X•Press Leads
CONVENTION DATA SERVICES®

EXCLUSIVE EVENT SUPPLIER

ORDER ONLINE: www.xpressleadpro.com **SHOW CODE:** wocn065

BUNDLES - Most Popular! *Save 10%*	Qty	Early THRU 4/17/15	Advance THRU 05/22/15	Standard AFTER 05/22/15	Total
X•Press Connect App Bundle - includes TWO App licenses and custom sales qualifiers		$ 425	$ 475	$ 535	
X•Press Connect Elite Bundle - includes DITP service and custom sales qualifiers		$ 525	$ 610	$ 735	
X•Press Connect Plus Bundle - includes DITP service and custom sales qualifiers		$ 585	$ 670	$ 795	
LEAD RETRIEVAL					
X•Press Connect App - the App on YOUR phone or tablet		$ 345	$ 395	$ 465	
X•Press Connect Elite - the Connect software on YOUR computer		$ 375	$ 425	$ 495	
X•Press Connect Plus - the App on OUR handheld wireless device		$ 440	$ 490	$ 560	
Additional X•Press Connect App Licenses - with any lead retrieval solution		$ 130	$ 130	$ 130	
EXTRAS					
Bluetooth Printer - one per lead retrieval solution		$ 80	$ 105	$ 130	
Custom Sales Qualifiers		$ 105	$ 125	$ 160	
DITP Service – Delivery, Installation, Training, Pickup		$ 105	$ 125	$ 160	
X•Press eBlast Service		$ 215	$ 265	$ 325	
Data Conversion		$ 550	$ 550	$ 550	
Event API Integration		$ 1000	$ 1000	$ 1000	

FAX ORDER	1-508-759-4238
ACCOUNT MANAGER	Steve Barove
QUESTIONS?	1-800-746-9734 • 1-508-743-0112
EMAIL	sbarove@cdsreg.com

SUBTOTAL	=	
OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x $75 per device)	+	
NO, I do not want to purchase the Loss/Damage Waiver - initial here		
PROCESSING FEE **(WAIVED when you order online!)**	+	15.00
TOTAL (USD)	=	

CONTACT INFORMATION

COMPANY	
CONTACT NAME	
BILLING ADDRESS	
CITY	
STATE/ZIP	
BOOTH #	
PHONE/EXT #	
FAX	
EMAIL	
COMPANY WEBSITE http://www	

PAYMENT INFORMATION

CARD NUMBER	
NAME ON CARD	
EXP DATE	
SIGNATURE	
AUTHORIZATION	Your signature below denotes acceptance of the Terms & Conditions on Page 3 of this Order Form and is REQUIRED for processing.
SIGNATURE	
PRINT NAME	
TODAY'S DATE	
EMAIL RECEIPT TO	

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

Thank you for your order.

X•Press™ Leads
CONVENTION DATA SERVICES®

Terms & Conditions

Not everyone will have a business card. Everyone will have a name badge to scan. Don't miss a single prospect!

1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.

2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. Checks will not be accepted as payment at the show site.

3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received. ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A $100.00 CANCELLATION FEE.

4) Onsite orders are based on unit availability. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITH-IN 30 DAYS OF THE SHOW OPENING DATES.

5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. No refunds will be granted in these circumstances.

6) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 6b below).

Customer acknowledges and understands that the applicable replacement cost is as follows:

Connect Plus Device	$1,000
Connect Plus Power Cord	$ 75
Bluetooth Printer	$1,000
Bluetooth Adapter	$ 250
Barcode Scanner	$1,000

6a) The customer authorizes CONTRACTOR to charge the credit card provided $500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

6b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss/Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

7) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.

8) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.

9) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.

10) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.

11) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.

12) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.

13) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.

FLORAL ORDER FORM

Show Name: _____

Show Location: _____

Show Dates: _____

(770) 507-6777
FAX (770) 474-4676
plant@tlc-florist.com
www.tlc-florist.com

N•A•T•I•O•N•A•L
convention • plant • services

Exhibitor Name: _____ Booth Representative: _____

Firm, Billing Name: _____ Purchase Order or Reference Number: _____

Booth Number: _____ Credit Card #: _____

Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)

City :_____State: _____ Zip: _____ Name of Credit Card Holder as shown on card

Show Decorator: Shepard Exposition Services

Phone: _____ Fax: _____ Authorized Signature: _____

Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 **(770) 474-4676 FAX**

Please return overnight shipment with payments to: 121 Pine Dr. , Stockbridge, GA 30281

For Design Help, Have A TLC Designer Visit Our Booth On The Following Date: _____ Time: _____

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—***prices start at $60.00***.

Qty ____ tropical flowers—Price $ _____ each

Qty ____ Spring flowers—Price $ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

Don't know what you want? Just want a splash of color? Let TLC designers choose your fresh seasonal flowers!

Qty ____ TLC pick my colors, size, type flowers $50.00 ea

Visit www.tlc-florist.com for additional sample pictures. For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Mums—12"-18"H

$20.00 each

Qty ____

White ____

Yellow ____

Bronze ____

Lavender ____

Azaleas—12"H

$35.00 each

Qty ____

White ____

Pink ____

Red ____

Bromeliads—12"-18"H

$35.00 each

Qty ____

Purple ____ Red ____

Yellow ____ Orange ____

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**
  Tropical :
  (*beach scenes; rain forests*)
  Seasonal:
  (*Spring, Fall, Holiday*)
  Formal :
  (*serenity garden, English garden*)

- **Border Areas:**
  Hedges
  (*control flow*)
  Lawn or Golf
  (*promotional*)
  Trees
  (*privacy*)

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

See next page for green plants.

FLORAL ORDER FORM

770) 507-6777
plant@tlc-florist.com
www.tlc-florist.com

Small Fern

Small Fern—12”H x 12”W
$25.00 each

Qty ____

Large Fern

Large Fern—24”H x 24”W
$35.00 each

Qty ____

Ivy

Ivy—10”H x 10”W
$35.00 each

Qty ____

Pothos

Pothos—12”H x 12”W
$35.00 each

Qty ____

2’ Green Plants

$29.95 each Qty ____

3’ Green Plants

$39.95 each Qty ____

Standard 4’ to 6’ Green Plants

4’ @ $49.95 each Qty ___

5’ @ $59.95 each Qty ___

6’ @ $69.95 each Qty ___

7’ H & Taller plants & Planters are available Call 770-507-6777 for price/ availability

Planters are 2 1/2’ long.

Top-dressed with azalea (pictured) Also available with mum Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

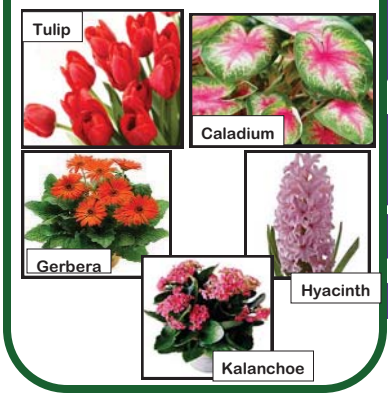
__white, __yellow, __bronze, __lavender

4’ @ $125.00 each, Qty ___

5’ @ $135.00 each, Qty ___

6 ’ @ $145.00 each, Qty ___

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time $10.00 charge for ***daily*** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. ***There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.***
There is a 1.5% energy surcharge added to each order.
Orders placed after the open of an event may be subject to a delivery fee.

Order Cost Summary

Select Container (Included in rental cost)

___Black ___White ___Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available. Please call 770-507-6777 for pricing.

SubTotal _____

6.5% Sales Tax _____

1.5% esc _____

Total _____